

The Senate Majority Research Office is currently seeking detail-oriented people who can work independently within a team-oriented environment for the following full-time temporary position (Sept./Oct. through mid-May):

RESEARCHER: Individuals with strong reading comprehension, analytical, research, and writing skills to draft legislative bills, resolutions, committee reports, and research memorandums. Requires the ability to multitask and handle several projects at one time, maintain confidentiality, communicate clearly, concisely, and effectively, and develop a working relationship with elected officials and their staff with an even temperament all under the strict deadlines of the legislative session. Familiarity with the Hawaii Revised Statutes and Session Laws of Hawaii. Bachelor's degree, strong typing skills, extensive experience with Microsoft Word, and working knowledge of internet applications required.

The ideal candidate would possess a desire to learn about government operations, legislative branch procedures, and different styles of writing. Working in the evenings and/or weekends during legislative deadlines is also required. Benefits include compensation of \$3,800 - \$4,100 per month, health insurance, and parking stall availability. We also provide in-house training opportunities.

Please email cover letter, resume, and unedited writing sample to:

SMAResumes@capitol.hawaii.gov

Or mail to:

Hawaii State Capitol
Senate Majority Research Office, Room 004
Attn: Director
415 S. Beretania St.
Honolulu, HI 96813

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